

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Senior Cohort Report**

### **User's Guide**

**November 2006**

Questions?  
Contact: 517.335.0505  
E-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



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## Introduction

In order to comply with *The No Child Left Behind Act of 2001* and to meet the national standards set forth in the National Governors Association (NGA) "Graduation Counts Compact," the state of Michigan is moving to an accountability system for high schools in which a graduation rate includes only "on-time" graduates who earn diplomas. The NGA "four-year adjusted cohort graduation rate" must be calculated by tracking individual students from the time they were enrolled as first-time ninth-graders. This change from an estimated rate to a cohort rate that tracks graduates who are "on-time" may result in a lower graduation rate for high school buildings and districts because the estimated four-year graduation rate, in use since 1989, counted all diploma recipients as graduates, regardless of how many years they needed to earn diplomas.

Now that on-time graduation is a critical factor in determining the graduation rates for the **2006-2007 school year**, the Center for Educational Performance and Information (CEPI) is piloting a **draft** Senior Cohort Report that identifies the currently enrolled students who were first-time ninth-graders in the fall of 2003 in Michigan's public kindergarten-through-12th-grade (K-12) system, or those students new to Michigan's public K-12 system who have since entered the class of 2007 cohort.

The state's ability to implement the NGA rate has been made possible by school districts' efforts to submit data about individual students through the Single Record Student Database/Unique Identification Code Application (SRSD/UIC Application) since the 2002-03 school year. CEPI will use the SRSD data to identify students as they first enter ninth grade and will follow each cohort of students over four years for the purpose of calculating graduation rates based on individual student matriculation. We appreciate the effort and time that districts invest in providing quality data to CEPI and Michigan Department of Education (MDE), and hope that the data in these draft reports will enable you to make decisions that assist and support your students.

If you have questions or concerns, please contact CEPI at Help-Desk@michigan.gov or (517) 335-0505. If you would like to provide suggestions for improvements on potential future cohort reports, please use the following URL: <http://www.surveymonkey.com/s.asp?u=41882685298>.

## Report Access

Any SRSD/UIC Application authorized user with the UIC resolver role (view or edit) will have access to this report through the SRSD Application. We encourage you to contact your district's SRSD/UIC resolver to make arrangements for obtaining the Senior Cohort Report. A list of UIC resolvers, by district, can be obtained at the following Web address:

[https://cepi.state.mi.us/SRSD/CEPI\\_Reports/SRSDResolver.asp](https://cepi.state.mi.us/SRSD/CEPI_Reports/SRSDResolver.asp).

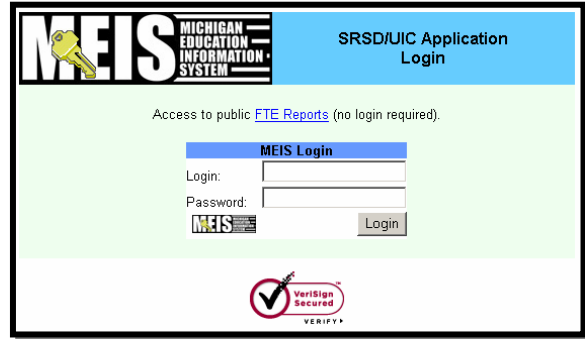
Access the SRSD/UIC Application from the SRSD home page by clicking on the "SRSD/UIC Application" link in the pink box located in the bottom left-hand quadrant of the screen.

The screenshot shows the CEPI website interface. On the left is a blue navigation menu with links such as 'MEIS Data Services', 'Single Record Student Database', 'Registry of Educational Personnel', 'School Infrastructure Database', 'Financial Information Database', 'School Code Master', 'Student Test & Achievement Repository', 'Educational Forms, Data Systems and Deadlines', 'About the Center', 'Education Reports', 'News', 'Related Sites', 'Administrators', and 'Download Data'. The main content area has a header with the CEPI logo and 'Michigan.gov' branding. Below the header are links for 'Michigan.gov Home', 'CEPI Home', 'CEPI FAQ', 'Contact CEPI', and 'Site Map'. A search bar is also present. The main content is divided into several sections: 'SRSD Overview' (with a 'Printer Friendly' and 'Text Version' link), 'Current SRSD Submission' (with links for 'New to SRSD?', 'Accessing the SRSD/UIC Application', 'Error Check Program SRSD', and 'Which Students Do We Report?'), 'SRSD Data Manual' (with links for 'Introduction', 'Data Field Descriptions', 'Addendum Field 81', 'Addendum Fields 71 and 72', 'Addendum Fields 65 and 66', 'Student Record Layout', and 'Cycles of Field Submission'), 'Help and Training Resources' (with links for 'SRSD Help', 'UIC Help', and 'UIC Training Resources'), and 'Upload SRSD Data to CEPI' (with links for 'SRSD/UIC Security Agreements', 'SRSD/UIC Application', 'SRSD Upload/Audit Application', and 'User's Guide'). A red box highlights the 'SRSD/UIC Application' link, with an arrow pointing to it and a text box saying 'Click here to enter the application'. On the right side, there are 'More State Web Sites' and 'Quick Links' sections.

**MEIS Login Screen.** When you click on "SRSD/UIC Application," the following screen will be displayed. The next step is to enter your MEIS login "User Name" and "Password":

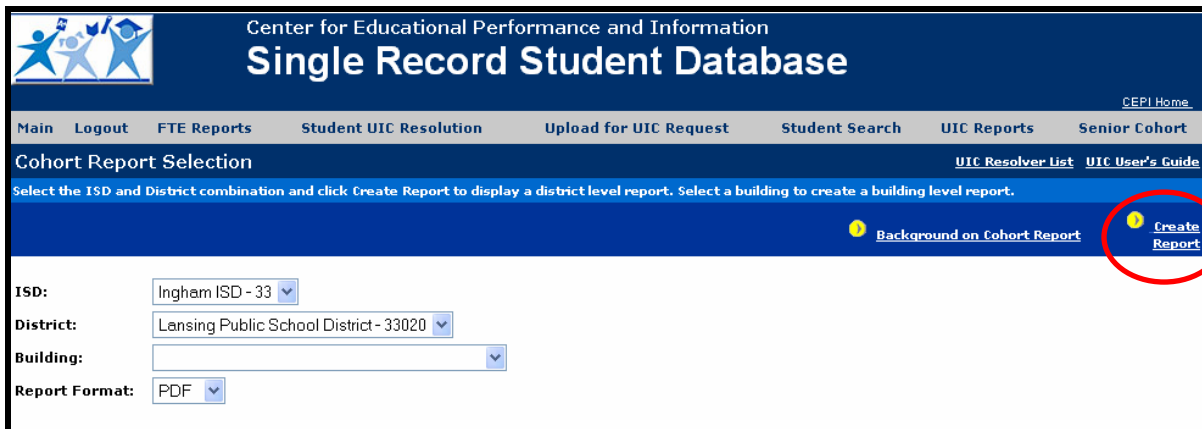
To enter your password into the login screen:

1. Click in the Login box.
2. Type your Login User Name.
3. Press the Tab key to go to the Password box or put your cursor in the Password box.
4. Type your Password.
5. Click on the Login button.
6. Once you have logged in to the application, click on the "Senior Cohort" in the toolbar menu.

The image shows the MEIS login screen. At the top left is the MEIS logo with the text "MICHIGAN EDUCATION INFORMATION SYSTEM". To the right is a blue header with "SRSD/UIC Application Login". Below the header, it says "Access to public FTE Reports (no login required)." There is a "MEIS Login" section with "Login:" and "Password:" labels, each followed by a text input field. A "Login" button is to the right of the password field. At the bottom right is a "VeriSign Secured" logo.The image shows the main menu of the Single Record Student Database. The header includes the CEPI logo and the text "Center for Educational Performance and Information Single Record Student Database". Below the header is a navigation bar with links: "Main", "Logout", "FTE Reports", "Student UIC Resolution", "Upload for UIC Request", "Student Search", "UIC Reports", and "Senior Cohort". The "Senior Cohort" link is circled in red. Below the navigation bar is a footer with "Welcome to the SRSD/UIC Application" and "UIC Resolver List" and "UIC User's Guide".

Click here to open the Cohort Report Selection window

7. Select the ISD and District (Building is optional), whose Cohort Report you wish to view from the drop-down menus. Also choose your preference for the Cohort Report format (PDF or Excel).
8. Choose the "Create Report" button.

The image shows the Cohort Report Selection screen. The header is the same as the previous screen. Below the navigation bar, it says "Cohort Report Selection" and "Select the ISD and District combination and click Create Report to display a district level report. Select a building to create a building level report." There are four dropdown menus: "ISD:" (Ingham ISD - 33), "District:" (Lansing Public School District - 33020), "Building:" (empty), and "Report Format:" (PDF). A "Create Report" button is circled in red. There are also links for "Background on Cohort Report" and "UIC Resolver List" and "UIC User's Guide".

## Cohort Report Format

### PDF Format:

The first page of the report is the Notes section, which helps to explain the report. The remaining pages are the actual report you requested. At the bottom of your screen, there is an indicator showing what page you are on and how many pages are in the entire report.

To move through the report, you can either:

- Use your scroll bar to the right of the Notes to go from page to page, or
- Click on the appropriate arrow at the bottom of the screen to advance (or go back) in the report.

**Currently Enrolled Students**  
**Who Were First-Time Freshmen in Fall 2003**  
(or who have entered this cohort subsequently)

**Notes:**  
IF VIEWING AS A PDF: Please click the right arrow in the navigational bar at the bottom of the screen to advance to page 2.  
IF VIEWING AS AN EXCEL FILE: Please click the tab labeled "Sheet2" at the bottom of the report window.

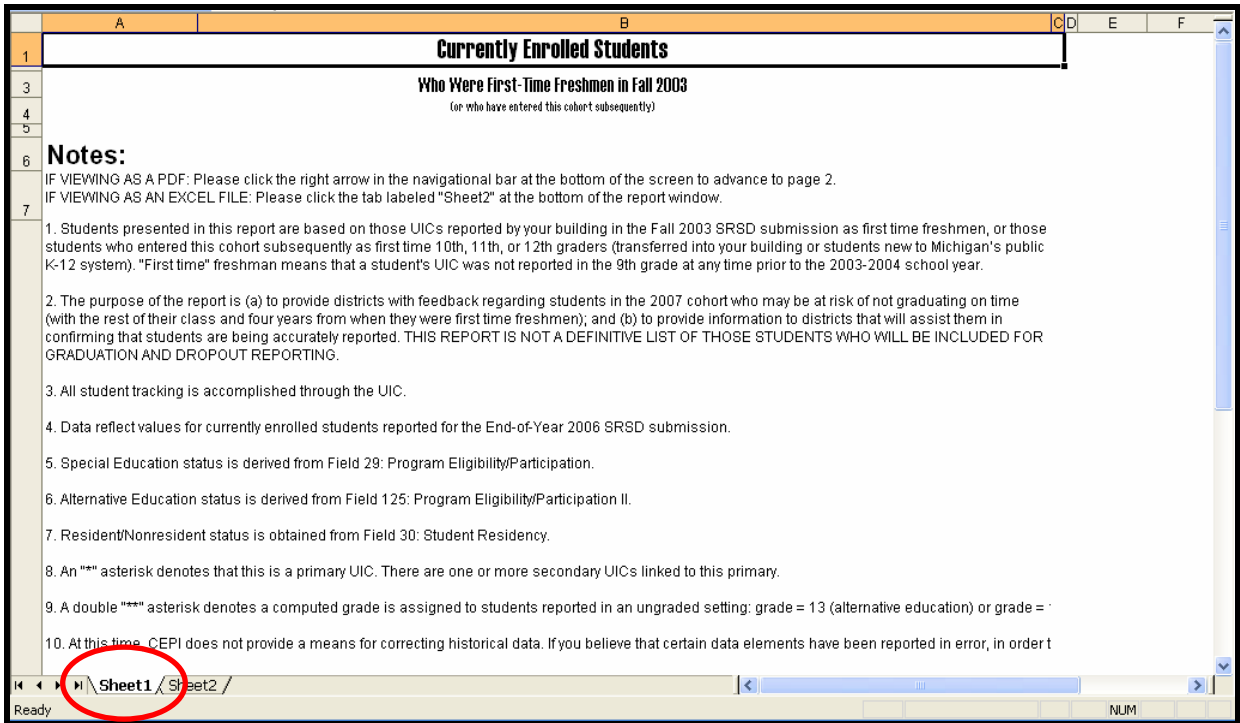
1. Students presented in this report are based on those UICs reported by your building in the Fall 2003 SRSD submission as first time freshmen, or those students who entered this cohort subsequently as first time 10th, 11th, or 12th graders (transferred into your building or students new to Michigan's public K-12 system). "First time" freshman means that a student's UIC was not reported in the 9th grade at any time prior to the 2003-2004 school year.
2. The purpose of the report is (a) to provide districts with feedback regarding students in the 2007 cohort who may be at risk of not graduating on time (with the rest of their class and four years from when they were first time freshmen); and (b) to provide information to districts that will assist them in confirming that students are being accurately reported. THIS REPORT IS NOT A DEFINITIVE LIST OF THOSE STUDENTS WHO WILL BE INCLUDED FOR GRADUATION AND DROPOUT REPORTING.
3. All student tracking is accomplished through the UIC.
4. Data reflect values for currently enrolled students reported for the End-of-Year 2006 SRSD submission.
5. Special Education status is derived from Field 29: Program Eligibility/Participation.
6. Alternative Education status is derived from Field 125: Program Eligibility/Participation II.
7. Resident/Nonresident status is obtained from Field 30: Student Residency.
8. An \*\*\* asterisk denotes that this is a primary UIC. There are one or more secondary UICs linked to this primary.
9. A double \*\*\*\* asterisk denotes a computed grade is assigned to students reported in an ungraded setting: grade = 13 (alternative education) or grade = 14 (special education). Computed grade is based on the student's age as of December 01, 2005, minus 6. For example, a student whose age is 17 as of December 01, 2005, would be assigned to grade 11 (17 - 6).
10. At this time, CEPI does not provide a means for correcting historical data. If you believe that certain data elements have been reported in error, in order to ensure that future submissions are correct, please make sure these errors have been corrected in your local student management system.

District 05020 - All Buildings Page 1 of 47 Pages

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### Excel Format:

The first sheet, "Sheet1" in the Excel file, is the Notes page, which helps to explain the report. "Sheet2" is the actual report you requested.



**Sample ISD - 99**

**Kids Community Schools - 99000**

**Kids Senior High School (99730)**

Grade (EOY2006)	Computed Grade**	UIC	Last Name	First Name	MI	DOB	Gender	Ethnicity Code	Residency Code	SpEd	AREd
10		1122334455	BOOKS	MICHAEL		1/1/1988	M	5 - White	06 - All other non-resident students	Y	
10		2233445566	DARLING	DREW	K	12/25/1989	M	5 - White	06 - All other non-resident students	Y	
11		4455667788	HOMES	JUSTIN	S	9/1/1988	M	5 - White	06 - All other non-resident students	Y	
11		5566778899	LITTLE	MARK	D	10/31/1989	M	5 - White	06 - All other non-resident students	Y	
11		7788990011	FOOTE	SEAN		1/18/1988	M	5 - White	06 - All other non-resident students	Y	
13	11	* 8899001122	JONES	JESSICA		7/4/1989	F	5 - White	06 - All other non-resident students	Y	

Sheet1 / Sheet2 /

## Interpreting the Report

The following is an example of a Cohort Report. The red notes (1-3) are explained below and will help you to interpret your Cohort Report.

### Sample ISD - 99

#### Kids Community Schools - 99010

#### Kids Senior High School ( 11011)

Grade (EOY2006)	Computed Grade**	UIC	Last Name	First Name	MI	DOB	Gender	Ethnicity Code	Residency Code	SpEd	AltEd
10		3120247033	Able	SHAW	R	06/07/1991	F	5 - White	14 - All other resident students		
10		5866783835	Better	JER	J	07/07/1989	M	3 - Black or African American	02 - Section 105 school of choice (within same ISD)		
11		3989539930	Carrying	HARMANE	E	08/10/1989	F	3 - Black or African American	14 - All other resident students		
11		3484295527	Darling	CHRIS		10/14/1989	F	3 - Black or African American	14 - All other resident students		
11		4343426862	Excel	ANDRE	M	03/21/1989	F	3 - Black or African American	02 - Section 105 school of choice (within same ISD)		Y
13	11	3852724871	Forward	THEO	J	09/11/1988	M	3 - Black or African American	14 - All other resident students		Y

District (99010) Building (11011)

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### Notes:

1. By EOY 2006, these students should be in the 11th grade. If not, they are in jeopardy of not graduating on time.
2. Grade column will have grade (9 through 12) and setting (13 or 14) data. If a setting of 13 (alternative education) or 14 (special education) is recorded, a grade is calculated in the Computed Grade column. A Computed Grade is the age of the student (as of December 1st of the current school year) minus 6.
3. A "Y" in columns SpEd and AltEd means the student is a special education or alternative education student, respectively. However, some of these students are in general education settings with a grade, so a computed grade is not required.

The following is the sort order for any Cohort Report for both the PDF and Excel Formats:

District Report: Group by Building name (ascending) w/ Building Name Header  
Sort by:

Grade (Ascending)  
Last name (Ascending)  
First name (Ascending)

Building Report: Building name header  
Sort by:

Grade (Ascending)  
Last name (Ascending)  
First name (Ascending)